

## **EMTS Conversion Tool: Basic Version**

### **Introduction**

Welcome to the tutorial on using the basic version of the EMTS Conversion Tool or "ECT."

Before you can use the ECT you must download the zip file from <http://www.epa.gov/otaq/fuels/renewablefuels/epamts.htm> and install the tool.

You can easily navigate to the Conversion Tool web page from the Tutorials web page where you launched this video.

### **Accessing the ECT**

Once you have installed the ECT you can access it in the start menu through the U.S. EPA folder that is created during installation.

Please click the EMTS Conversion Tool menu item to continue.

### **Advanced vs. Basic Version**

This is the first screen you will see after opening the ECT. You can select either the Advanced or Basic version. The Advanced version offers additional functionality not available in the Basic version.

If you would like to see the data you are processing or need to use the additional functionality, select the Advanced version. If you are using the standard EPA Excel templates and are confident that the data entered in the templates is correct, the basic version is a good option; however, you can always choose to use the Advanced version if you desire.

For more information about the Advanced version, please see the EMTS Conversion Tool (Advanced) tutorials.

Since this tutorial will focus on the Basic Version, please click the "Go" button for the Basic Version.

### **Selecting a File**

This is the screen you will see after selecting the Basic version. At the top of the screen you can see the files available to select for processing. On the left is a navigation window you can use to locate files.

At the bottom of the screen are the paths of folders that are automatically created when you install the ECT. These need to be changed only if you do not want to store your files in the default locations.

Here you can see the list of available files with "SellExample1.xls" selected. The ECT will automatically select the transaction type included in the file name. Otherwise, you will be prompted to specify the transaction type after you click the Process Existing File(s) button.

Note that you can select multiple files for processing via the CTRL or SHIFT buttons and that each selected file can be a different transaction type.

With the Basic version you can process Excel files or text files that use one of the default delimiters: tab, bar, or comma. Regardless of what format the file is in, it must use the default column headings specified in the EPA templates and it must contain valid data for EMTS.

Note that using the EPA Excel templates to create your data will ensure that your file uses the appropriate column headings.

You will also note that there is an option to build a file. For more information on building a file, please see the EMTS Conversion Tool: Build a File tutorial, which covers building a file in both the Advanced and Basic versions of the ECT.

In this tutorial you will be processing a single Excel file that has valid data and the correct column headings.

Please click the Process Existing File(s) button to continue.

## **Processing a File**

This is the Process File screen for the Basic version.

At the top of the screen are the company information and the Header Information.

Below that are the buttons for processing the file.

In Step 2 the User Login and Organization ID have been entered. The ECT will automatically enter the current date in the Submittal Creation Date field. Submission Comments are optional and in this case we will not be providing a comment.

The header information is used to create the Exchange Header in the output XML and only needs to be changed in special circumstances. For more information about the Exchange Header, refer to the EMTS Transaction Instructions.

Under Step 3 you can see a number of buttons. To change the default file output options, click the Output File Options button. For more information about output file options, please view the EMTS Conversion Tool (Advanced): Delimited Text File tutorial.

In this tutorial you are processing the "SellExample1.xls" file that was selected on the file selection screen. This file has already been loaded into the ECT. Now that you have entered all the required company information, the file is ready to process.

Please click the Process File button to continue.

### **Status of Processed Files**

The Status shows that one record was successfully processed and formatted as an XML file for use with EMTS. You can list multiple transactions in the same Excel file as long as they are all the same transaction type -- in this case, sell transactions.

Each transaction is considered a record, so if you have multiple transactions the status would show that multiple records had been processed. Additionally, if you had selected multiple files you would see a Next File button immediately to the right of the Process File button. Clicking that button would bring up the next file so that you could process it without leaving this screen.

In this case you have finished processing the selected file and can return to the file selection screen.

Please click the Exit/Stop Processing button to continue.

### **Completed XML Files**

Clicking the Exit/Stop Processing button on the File Process screen brings you back to the screen where files can be selected.

Here the Good\_File folder has been opened in the navigation window on the left, and the XML file you just created is displayed.

This file is ready to be submitted to EMTS via the XML submission function or via a node-to-node connection. On the next screen you will briefly explore how to locate errors if your file fails to process.

### **Viewing Errors**

You are now back at the Processing File screen and a different Excel file known to have an error has been selected.

As you can see this file was processed unsuccessfully. In order to see what part of the data file caused the processing to fail you will need to open the Log.

Please click Show Log in the top menu.

## **Error Log**

The Log provides details on why a record or records failed. In this case, the file's single row of data was missing the Assignment Code.

Error files are created if you have multiple rows and some are complete while others are missing data. In those situations an XML file will be created in the Error\_Files folder. This file will only contain the transactions that were successfully processed.

In other words, if there were three rows of data representing three transactions and the error was in row 3, data rows 1 and 2 would be converted and stored in the Error\_Files folder.

## **Conclusion**

In this tutorial you learned how to open the ECT from the start menu and select a version.

You learned how to select a file and that the ECT can detect what type of transaction you are processing if the file is named properly.

You learned how to enter your organization information and submit a file for processing, after which you viewed the location of the resulting XML.

Finally, you learned how to use the Show Log feature to locate errors in your data.

This concludes the tutorial.